

Electronic Invoicing

The Defense Finance and Accounting Service (DFAS) implemented policy requiring transmission of invoices by electronic means for contracts awarded or modified on and after July 1, 2005. Use of electronic invoicing is to become mandatory later this calendar year (2005).

Starting July 1, 2005, transmission of contractual invoices is to be made via the preferred method for the Army; Wide Area Workflow (WAWF). Information on WAWF is at the following web address: [<https://wawf.eb.mil/>](https://wawf.eb.mil/). You will be required to enroll in WAWF and to ensure the computer system you will be using to process electronic invoices meets the system configuration requirements. Contractors / vendors are encouraged to visit the following website for user-friendly training on WAWF: [<http://www.wawftraining.com/>](http://www.wawftraining.com/).

The contract or purchase order awarded to you will specify the Designated Billing Office (DBO) and Designated Payment Office. At this time, contracts and purchase orders that specify a DBO other than DFAS are exempt from the requirement to submit electronic invoices to DFAS. If you have questions regarding this process, contact the Contracting Officer who signed the contract or purchase order awarded to you.